

Title I New Loan Reporting Manifest

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0328 (exp. 7/31/1999)

See the back of this form for instructions and codes,
and Public Reporting and Privacy Act statements.

1. Contract Number of Lending Institution:	Name & Address of Lending Institution:	Mail the completed form to:	U.S. Department of Housing and Urban Development Title I Insurance Section P.O. Box 44426, L'Enfant Plaza Station Washington, D.C. 20026-4426	Notice: Loans reported on this form are not insured until they appear on your monthly statement and charges are paid as billed.
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1	2. Record ID	3. Names of Borrowers (last, first)				4. Institution Loan Number (optional-11 digits max.)		5. Loan Disbursement month day year			6. Payment Mode	7. No. of Payments to Maturity	8. Loan Amount		9. First Payment Date month day year		10. Interest Rate (%)
	N																
	D																
2	11. Record ID	12. Type of: Property Improvement		13. Property Location 14. State 15. County		16. ID Code	17. Sex of Borrowers Code	18. Dealer Loan? (Y or N)	19. Dealer's Name (if block 18 is Yes)			20. Originated by Another Lender? (Y or N)		21. ID Number of Originating Lender (if block 20 is Yes)			
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Mark the applicable box: <input type="checkbox"/> All loans on this manifest are being reported within 31 days after the date of disbursement of the loan proceeds. <input type="checkbox"/> This manifest contains one or more loans that are being reported more than 31 days after the date of disbursement of the loan proceeds. I certify that these loans are not in default.	Signature of Authorized Official: X Name & Title of Authorized Official:	Date Submitted: Telephone Number:
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Public reporting burden for this collection of information is estimated to average 6 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2502-0328), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Do not send this form to the above address.

Sensitive Information: The information collected on this form is considered sensitive and is protected by the Privacy Act. The Privacy Act requires that these records be maintained with appropriate administrative, technical, and physical safeguards to ensure their security and confidentiality. In addition, these records should be protected against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom the information is maintained.

Instructions: This form is for reporting new loans for Title I insurance coverage. The interest rate in block 10 must be shown to two decimal places. State and county codes for blocks 14 and 15 are found in the booklet *HUD/FHA Title I Property Location Codes by State and County*. Codes for blocks 6, 12, 13, 16, and 17 are given below.

Block 6: Mode of Payment Code

- 1 Monthly
- 2 Quarterly
- 3 Semiannually
- 5 Twice a month
- 6 Every two weeks
- 7 Weekly

Block 12: Type of Property Code

- O New Manufactured Home - Single Module Structure
- A Existing Manufactured Home - Single Module Structure
- B New Manufactured Home - Double Module Structure
- C Existing Manufactured Home - Double Module Structure
- D New Manufactured Home - Triple Module Structure
- E Existing Manufactured Home - Triple Module Structure
- H Manufactured Home Lot
- 1 Single Family Residence (including a manufactured home that qualifies as real property)
- R Single Family Residence with Business
- 2 Multifamily Residence
- T Multifamily Residence with Business
- 4 Retail Store
- S Service Shop, Automobile Repair, Filling Station
- 5 Commercial other than Retail, Office Building, Hotel, Restaurant, Theatre
- 6 Industrial or Manufacturing Building, Factory, Warehouse
- 7 Farm Home, Barn, Silo, Stable, Service Building on farm property
- 8 Institution, Hospital, Nursing Home, Health Care Facility, School, College, Club, Fraternity Organization
- M Nursing Home, Intermediate Care Facility, Extended Health Care Facility. For use only with "95" in block 13
- 9 Other Property

Block 13: Type of Improvement

Manufactured Home Residence

- 01 Financing of a manufactured home
- 03 Financing of a developed manufactured home lot -- site preparation expenses included
- 05 Financing of a manufactured home and developed lot
- 11 **New Nonresidential Building**

Detached garages, sheds, car shelters on residential properties

Manufacturing or industrial buildings, retail stores, service shops, other commercial buildings

Barns, silos, stables, and service buildings on farm properties

19 **Preservation of Historic Structure**

Historic site preservation or restoration

21 **Structural Additions and Alterations**

Attached garages, carports, porches, covered patios

Added rooms, baths, closets

New doors, windows, fireplaces, chimneys

Other structural additions or alterations, including new fronts, display windows

31 **Exterior Finishing**

Painting and waterproofing

Aluminum, vinyl, composition, wood shingles or siding; brick, cement, metal, stone, stucco finishing

41 **Interior Finishing**

Painting and papering

Plastering, wallboard, wood paneling, and acoustical, ceramic, plastic and metal tile

Kitchen remodeling, including cabinets

Composition, vinyl, slate, ceramic tile and wood flooring

51 **Roofing - Repair or Replacement**

Asphalt, built-up, metal, slate, tile, fiberglass, and wood shingle

Gutters and downspouts

61 **Plumbing - Installation or Replacement**

Bathroom fixtures and connections

Domestic water heaters, softeners and connections

Wells, pumps and disposal systems

71 **Heating, Cooling and Ventilating**

Furnaces, heat pumps, pipes, ducts, radiant heating

Air conditioning systems

Evaporative coolers, exhaust and ventilating fans

76 **Solar Systems**

Systems that utilize solar energy to reduce the energy requirements of that structure from other conventional sources

81 **Insulation**

Blanket, batt, reflective, loose-fill types

Storm doors and windows, insulating glass

Weatherstripping, awnings, blinds and other insulation

91 **Miscellaneous**

Electrical wiring

Fences and walls

Paving, driveways, porch and window screens, termite control, and other miscellaneous work not classified elsewhere

95 **Fire Safety Equipment:** For use only with "M" in block 12

Block 16: Identification Code

- 1 White, not Hispanic
- 2 Black, not Hispanic
- 3 American Indian or Alaskan Native
- 4 Asian or Pacific Islander
- 5 Hispanic

Block 17: Sex of Borrowers Code

- M Male only
- F Female only
- B Both sexes